



STAFF OF THE MONTH

KIRSTY CHRISTOPHER



Opening Hours  
Monday to Friday 8am to 5pm  
Saturday 8am-4pm  
Sunday 8am-4pm  
Bank Holidays 10am to 4pm



June 2023

# NEWSLETTER



Fancy earning an extra £50? Refer a friend to Careline and once they have complete their first shift, we will pay £50 directly into your bank account on pay day! Please call the office if you would like some more information.

## PRIDE MONTH 2023

Every year, during the month of June, the LGBT community celebrates in a number of different ways. Across the globe, various events are held during this special month as a way of recognising the influence LGBT people have had around the world.

For more information on accessing events and to get involved please visit <https://www.pride-events.co.uk/>

## A Timely Reminder!

**All timesheets should be submitted WEEKLY by Tuesday 12noon.**

A really good habit to get in to is to scan, post or hand deliver your timesheets every Friday so that the office can process them. We only need **ONE** copy of your timesheet so if you scan them please do NOT post them in as well.

It is extremely important not to hold timesheets back and submit them in bulk. Any staff doing so are in danger of not being paid on time, therefore, please submit your timesheets weekly!

Join Our Team Now!

# WE ARE HIRING

## BOOKINGS CO-ORDINATOR

Tele: 0118 9585858 [www.carelineagency.co.uk](http://www.carelineagency.co.uk)

- ✓ Monday to Friday
- ✓ 0900 - 1700
- ✓ Parking on site
- ✓ No oncall or weekend working
- ✓ £21,000 - £23,000 per annum
- ✓ Immediate start available

## DBS Update Service

The DBS update service allows applicants to keep their DBS certificates up to date and for employers to check a DBS certificate.

You need to register for the update service

### Register for the Update Service

It costs £13 per year and you can pay by debit or credit card. You will need your application reference number and you must register for this service within 30 days of certificate being issued.

Submit your CV to: [recruitment@carelineagency.co.uk](mailto:recruitment@carelineagency.co.uk)

**CARELINE**  
THE AGENCY FOR CARE STAFF

CALL US!

**WE ARE HIRING**  
JOIN OUR TEAM

DO YOU HAVE EXPERIENCE IN ANY OF THE FOLLOWING AREAS:  
- LEARNING DISABILITIES - MENTAL HEALTH - CHILDREN  
- SUPPORTED LIVING - RESIDENTIAL - DAY SERVICES

**0118 9585858**  
[www.carelineagency.co.uk](http://www.carelineagency.co.uk)

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## DOCUMENTATION NEEDED FROM ALL HOMECARE STAFF!

If you support a client on the Managed Care section (those clients with a pink timesheet) you are always required to complete documentation for Careline during your shift detailing the support that you have provided.

### This documentation always includes:

- Contact notes that you return to the Careline office or
- Daily log sheets that are kept in the clients home

### This documentation may include (check Care/Support Plan for details):

- Medication Administration Record (MAR) sheets
- Feeding Plans
- Skin Observation Charts
- Cleaning Charts
- Specific Monitoring Charts

It is vital that this documentation is completed as it is a requirement of our registration with CQC that we maintain evidence of the support that we are providing.

Please ensure that if your client requires contact notes that you are completing these for every shift and sending them in with your timesheets. Please ensure that if your client has documentation in their home that you are completing this. If you don't make sure that you complete the required documentation the office staff will chase you for it! If you are unsure as to the documentation you need to complete for your client please contact the office on 0118 9585858.

**NEED A NEW POLO SHIRT?** We now have white polo shirts in for the summer months, please email or call the office if you require one.